

Assistant to DCI

24 August 1955

Director of Training

Weekly Summary Report  
(9-16 August)

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DDA Memo, 4 Apr 77  
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Date: 31/01/78 By: 008

### INTRODUCTION

The Office of Training reports on a newly integrated referral program which has resulted in an increase in the efficiency of OTR psychological services despite an increase in the number of personnel assessments performed, the opening of two courses to IAC agency personnel, the extension of the clerical refresher courses from three to four weeks, and a CIA notice to clarify Agency sponsorship of external training.

### ASSESSMENT PROGRAM

A marked increase in the number of assessments performed has resulted from the establishment of a systematic way of examining requests for assessment of personnel. In lieu of the Intensive Assessment, three categories of assessment have been established to allow for variations in the intensity of psychological examination required. Instead of having to accept all cases for Intensive Assessment, a newly integrated referral program now determines in advance whether a Standard Assessment (analysis of existing test scores) or a Special Assessment (a short special testing program) will provide the necessary information to the individual asking for psychological services. Thus the more time-consuming process of the Intensive Assessment is reserved for those for whom it is unquestionably needed.

### IAC AGENCIES NOW ABLE TO ENROLL IN CERTAIN COURSES

A memorandum has been sent to each of the IAC agencies setting forth the objectives of the Basic Orientation and the Intelligence Principles and Methods courses and a procedure for limited enrollment of their personnel in these courses, on a fixed quota basis.

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### CRITERIA FOR AGENCY SPONSORSHIP OF EXTERNAL TRAINING

A proposed draft of a CIA notice, subject as above, was completed and approved for transmittal to the DD/S for promulgation. This notice will clarify both the Agency's responsibility for providing training at external facilities at Agency expense and the individual's responsibility for furthering his education and competence in the specialized field which was the basis for his recruitment. The notice will remain in effect pending the revision of CIA Regulation [REDACTED] which will include, among other subjects, provisions of this notice.

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### EXTERNAL TRAINING

The Semi-Annual Report on Area, Language and External Training, covering Fiscal Year 1955 indicates that area, language, or other training at external facilities for this period was provided for 633 persons at a total cost of \$233,664.99.

### EXTENSION OF CLERICAL REFRESHER TRAINING

The Clerical Refresher Training course has been increased from three to four weeks. The four-week period was introduced as an experiment from June to August 1955. The addition of one week proved more effective in that a greater number of trainees succeeded in stabilizing their shorthand and typewriting skills.

### SPECIAL AIR FORCE TRAINING PROGRAM

At the request of Major General Millard Lewis, Deputy Director of Intelligence, USAF, the Office of Training has agreed to a second running of the training program which will be similar in most respects to the first course.

### GLOSSARY OF INTELLIGENCE TERMINOLOGY

The sanitized version of the Glossary of Intelligence Terminology for passage by the [REDACTED]

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has been completed and approved. Chief, CI Staff, has indicated that he will request an additional thirty copies of the sanitized document for passage to other liaison services.

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**TRAINING PROGRAM**

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The [redacted] Station has commended [redacted] for the professional manner in which he conducted a training program and states that his seminar for the senior officers of the [redacted] intelligence service was outstanding. The Station expressed its highest appreciation for his assistance.

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**MATTHEW BAIRD**

MB:lbc

cc: 1 - DD/P  
1 - DD/I  
2 - DD/S

Orig. & 1 - Addressee  
1 - DTR (yellow)  
3 - PPS/TR

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